U.S. Department of Transportation
United States Coast Guard

Commandant (G-TIS-3)
United States Coast Guard

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COMDTNOTE 5500

17 APR 1991

CANCELLED: 17 OCT 1991

COMMANDANT NOTICE 5500

Subj: CH-1 to COMDTINST M5500.13A, Automated Information Systems (AIS) Security Manual

1. PURPOSE. This notice provides change one to COMDTINST M5500.13A.

2. SUMMARY OF CHANGES. There is one significant change marked by a vertical line in the left margin.

   a. 6.E.: Guidance on application of ADP position sensitivity criteria is deleted. Commandant (G-OIS) shall be contacted when assistance is needed in determining ADP position sensitivity.

3. ACTION. Remove and insert the following pages:

Remove	Insert
Pages i and ii	Pages i and ii, CH-1
Pages 6-3 thru 6-5	Pages 6-3 and 6-4, CH-1

R. M. POLANT
Chief, Office of Command, Control & Communications

Encl: (1) CH-1 to COMDTINST M5500.13A

DISTRIBUTION—SDL No. 129

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	2	2		2	2	1	2	1	1	1	1	2	1	1	1	1	1	1		2	1				
B		8	20*	2	12	5	5	5	3	3	2	3	3	12	3	2	2	16	2	1	1	1	3	2	1	1
C	3	2	1	3	2	1		1	2	1	2	1	2	5	2	2	3	1	2	1	1	1	1		1	1
D	2	1	1	3		1		1	1	1	1	1	1	1	1						1	1	1	1		1
E	1	1			1		1	1		1	1	1		1	1								1	1		
F	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1						
G	1																									
H																										

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6. D. 2. Such positions may involve:

a. Responsibility for the development and administration of agency computer security programs, and also including the direction and control of risk analysis and/or threat assessments.

b. Significant involvement in life or mission critical systems.

c. Responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with a relatively high risk for effecting grave damage or realizing significant personal gain.

d. Relatively high risk assignments associated with or directly involving the accounting, disbursement, or authorization for disbursement from systems of:

(1) dollar amounts of $10 million per year or greater, or

(2) lesser amounts if the activities of the individual are not subject to technical review by higher authority at the Critical-Sensitive level to insure the integrity of the system.

e. Positions involving major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring, and/or management of systems hardware and software.

f. Other positions designated by the agency head that involve relatively high risk for effecting grave damage or realizing significant personal gain.

3. ADP-II (Noncritical Sensitive) - Includes any position in which the incumbent is responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the Critical Sensitive level to insure the integrity of the system. Such positions may involve:

a. Access to Secret or Confidential national security materials, information, etc.

6.D.3. b. Responsibility for systems design, operation, testing, maintenance, and/or monitoring that is carried out under technical review of higher authority at the Critical Sensitive level, to insure the integrity of the system. This level includes, but is not limited to:

(1) Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, and Government developed privileged information involving the award of a contracts.

(2) Accounting, disbursement, or authorization for disbursement from systems of dollar amounts less than $10 million per year.

c. Other positions as designated by the agency head that involve a degree of access to a system that creates a significant potential for damage or personal gain less than that in Critical Sensitive positions.

4. ADP-I (Nonsensitive positions) - Includes all ADP computer positions not falling into one of the above sensitive positions.

E. APPLICATION OF CRITERIA. The designation of position categories should normally follow a risk assessment for the AIS in question. Contact Commandant (G-OIS) if assistance is needed in determining position sensitivity catagory.

F. INVESTIGATION REQUIREMENTS. All Coast Guard and contractor personnel employed in positions designated as ADP positions (ADP-I through ADP-IV) must undergo an investigation in accordance with FPM Chapter 732 and receive proper clearance if classified information is processed. The scope and comprehensiveness of the investigation is based on the sensitivity of the position. Investigations and clearances must be performed prior to performance of duty unless a specific waiver is granted by Commandant (G-OIS).